

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



AIR FORCE INSTRUCTION 31-501

**AIA
Supplement 1**

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Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-501, 1 August 2000, is supplemented by this publication to satisfy unique requirements established within Sensitive Compartmented Information (SCI) operations. Use this supplement with AFI 31-501; AFD 31-5, *Investigations, Clearances, and Program Requirements*; and Department of Defense (DoD) Regulation 5200.2-R, DoD Personnel Security Program. This supplement applies to all Air Intelligence Agency (AIA) units, gained Air Force Reserve units and AIA administratively supported units. This supplement also applies to the Air National Guard only upon Federalization, and, or mobilization. This supplement is affected by the Privacy Act of 1974.

SUMMARY OF REVISIONS

This supplement **updates** new organization symbol of the 690th Support Squadron (690 SPTS). It provides instruction for recording completed investigations until information is updated in Sentinel Key. It **identifies** authorized requesters of personnel security investigations (PSI). This supplement also **adds** guidance for reporting, processing, and handling security information files (SIF).

1.1.2. HQ AIA/SOP acts as the focal point for waivers, inquiries, and recommendations of changes to this supplement and AFI 31-501 by AIA units and administratively-supported units.

1.1.3. (Added) The Chief, Personnel Security Division (HQ AIA/SOP), manages the Personnel Security Program within AIA.

3.1. Maintain temporary documentation until the required investigation is completed and the information is updated in Sentinel Key.

3.5.1. (Added) The 690 Support Squadron, Chief of Security Office (690 SPTS/SO), requests PSIs on AIA-civilian applicants within the San Antonio area, with the exception of those applicants already employed by another Air Force or military department. When the applicant is not living in the San Antonio area and is not employed by the Air Force, the Civilian Personnel Division (HQ AIA/DPC) notifies HQ AIA/SOP. HQ AIA/SOP arranges for the investigation to be submitted. HQ AIA/DPC

provides HQ AIA/SOP a copy of all notification of employment letters and any determination of emergency letters sent for emergency-hire purposes.

3.11.5. (Added) Inform HQ AIA/SOP on all requests for interim-Top Secret clearances.

5.2.1. AIA-unit chiefs of security forces (SF) are designated as authorized requesters of PSIs for AIA personnel. The 690 SPTS/SO is the authorized requester for HQ AIA and all San Antonio area AIA units except for the 68th Information Operations Squadron (68 IOS) and the 93d Information Operations Squadron (93 IOS). The 68 IOS and 93 IOS have requester authorization. Security managers from HQ AIA and San Antonio area units, except 68 IOS and 93 IOS, ensure that required forms are completed before submitting them to 690 SPTS/SO.

5.2.6. (Added) Notify AIA/SOP by message of any changes to the authorized requester list.

8.2.2.2. If the subject of the SIF has been indoctrinated for SCI, prepare the Initial SIF using the format provided in AFMAN 14-304.

8.2.2.3. Forward initial SIFs on SCI indoctrinated personnel using DSSCS message to HQ AIA Special Security Office (SSO AIA/SOPS) with information copies forwarded to United States Air Force Intelligence Service (SSO USAF/INSA) and each responsible security office at the center, wing, and group level of command. The 690 SPTS/SO services HQ AIA and all San Antonio area AIA units except for the 68 IOS and the 93 IOS. In addition to suspension of clearance, the commander has the option to interim suspend a person's security clearance. Interim suspension is defined as a period NTE 90 days after SIF initiation. Refer to AFMAN 14-304 for further guidance on interim suspensions. Update the Record Incident and Enter Suspension/SIF subscreens in CAVS (Clearance and Access Verification System). If the clearance has been interim suspended, do not update Enter Suspension/SIF subscreen.

8.2.2.6. Notify SSO AIA/SOPS by follow-up SIF of the transfer. Ensure information copies are sent to SSO USAF/INSA and each losing and gaining responsible security office at the center, wing, and group level of command. The losing security office will provide a copy of the member's permanent change of station orders to SSO AIA/SOPS.

8.2.2.6.1. (Added) If released from service due to normal separation, retirement, or end of service commitment, forward a final SIF to SSO AIA/SOPS by DSSCS message. Include date and type of discharge received. Forward information copies to SSO USAF/INSA and each responsible security office at the center, wing, and group level of command. Send a copy of the separation orders to SSO AIA/SOPS.

8.2.2.7. Forward required supporting documentation to SSO AIA/SOPS by first class mail. Forward classified information according to applicable directives.

8.2.2.9. Refer to DCID 6/4, *Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information (SCI)*, for further guidance.

8.2.2.12. (Added) Submit 30-day follow-up reports to SSO AIA/SOPS updating all previously reported information by DSSCS message until case closure has been received from the Central Adjudication Facility through SSO AIA. Ensure information copies are sent to responsible security office at the center, wing, and group level of command. Do not forward to SSO USAF/INSA unless there has been a change in clearance status, i.e., clearance has been interim suspended, suspended, or reinstated.

8.9.2. Prepare "For Cause" requests according to AFMAN 14-304. Send requests to SSO AIA/SOPS with information copies to SSO USAF/INSDM and each responsible security office at the center, wing, and group level of command. Update the "For Cause Entry" subscreen in CAVS.

8.9.12. Send follow-up and final reports to SSO AIA/SOPS with information copies to SSO USAF/INSDM and each responsible security office at the center, wing, and group level of command. Forward a copy of member's separation orders to SSO AIA/SOPS upon requesting closure.

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Chief of Security